



## VARIANCE APPLICATION

(Excludes Stream Buffer Variances)

### Application Checklist:

Page No.	Item	Completed/ Included in Submittal
1	Project Information Sheet	<input type="checkbox"/>
2-3	Detailed Process and Instructions	N/A
4-5	Authorization Forms	<input type="checkbox"/>
6	Letter of Intent	<input type="checkbox"/>
6-7	Variance Analysis	<input type="checkbox"/>
7	Chattahoochee River Corridor Certificate	<input type="checkbox"/> or N/A <input type="checkbox"/>
7-8	8½" x 11" copy of Survey	<input type="checkbox"/>
7-8	8½" x 11" copy of Site Plan	<input type="checkbox"/>
7-8	11" x 17" copy of Survey	<input type="checkbox"/>
7-8	11" x 17" copy of Site Plan	<input type="checkbox"/>
7-8	Two (2) full-scale copies of Survey	<input type="checkbox"/>
7-8	Two (2) full-scale copies of Site Plan	<input type="checkbox"/>
7	8½" x 11" copy of Legal Description (must be in Word format)	<input type="checkbox"/>
	11" x 17" copy of Elevations and/or Sections	<input type="checkbox"/> or N/A <input type="checkbox"/>
9	Meeting Schedule	N/A
9	Fee Schedule	N/A
10	Sign Specifications	N/A
9	Fee Payment	<input type="checkbox"/>
	All documents in electronic form (jump drive)	<input type="checkbox"/>

The Director reserves the right to request additional information deemed necessary to analyze the request. Incomplete applications will not be accepted.

Planner's initials: \_\_\_\_\_



**SANDY SPRINGS™**  
GEORGIA

Case No.: \_\_\_\_\_  
Planner's initials: \_\_\_\_\_

PROJECT INFORMATION SHEET

<b>PROPERTY</b>	Address(es):	
	Parcel Tax ID:	
	Land Lot(s):	Land District(s):
	Total acreage:	Council district:
	Current zoning:	Current use:
	Character Area:	

<b>APPLICATION</b>	Detailed request (include Ordinance/Code Section No.):	
	Petitioner:	
	Petitioner's address:	
	Phone:	Email:

<b>OWNER</b>	Property owner:	
	Owner's address:	
	Phone:	Email:
	Signature (authorizing initiation of the process):	
	<i>If the property is under contract, provide a copy of the contract</i>	

- TO BE FILLED OUT BY P&Z STAFF -

Pre-application meeting date:	Anticipated application date:
Anticipated BOA date:	
<b>ADDITIONAL INFORMATION NEEDED:</b>	

## DETAILED PROCESS & INSTRUCTIONS

Legend: ☐ and o: action required by applicant

•: for information only

### Before the Pre-Application Meeting:

- ☐ Read this application packet in its entirety.
- ☐ Consult the Sandy Springs Development Code (available online at [https://library.municode.com/ga/sandy\\_springs/codes/development\\_code](https://library.municode.com/ga/sandy_springs/codes/development_code)).
- ☐ Fill out the Project Information Sheet of this application packet.
- ☐ Prepare a sketch plan to scale of the proposed project.
- ☐ Obtain written permission from the property owner to pursue the project. If the property is under contract, provide a copy of the contract at the Pre-Application Meeting.
- ☐ Contact a Planner at [pz@sandyspringsga.gov](mailto:pz@sandyspringsga.gov) or (770) 730-5600 to schedule the Meeting.

### Pre-Application Meeting:

- ☐ The Pre-Application Meeting must take place at least **two weeks** (but no more than two (2) months) before the application filing date.

### Filing:

- ☐ Contact the Lead Planner prior to coming to the office.
- ☐ Complete the rest of the application packet and submit a complete application to the Department.
- ☐ Bring payment (check or card, verify the amount with the Lead Planner beforehand, +5% card charge; see p.9).
- Applications are due by **4:00 PM** on the **first Tuesday** of each month. No more than five (5) new applications, all types included, will be accepted each month.
- Staff will initiate review, ask for more information if needed (at which point the application may be placed on administrative hold), and send an Initiation Letter.

### Before the Board of Appeals (BOA) Meeting:

- Any revision to the application is due at least **twenty one (21) days** prior to the scheduled BOA meeting, to allow time for proper revision by Staff and legal advertisement.
- A stormwater concept plan and/or corresponding meeting may be required depending on the scope of work of the particular project or request.
- The Staff Report, including the recommendation, will be posted on the City website at least one (1) week prior to the BOA Meeting.
- Staff will publish a legal ad in the newspaper.
- ☐ Order and post signage on the subject property (see p. 10) at least **fifteen (15) days** prior to the BOA Meeting before **8:30 AM**. Send date-stamped pictures of the signage once in place to the Lead Planner.
- ☐ Mail written notice to property owners within 500' at least **fifteen (15) days** prior to the BOA Meeting. Use Staff's mailing template.

### Board of Appeals (BOA) Meeting:

- Staff will briefly introduce your request and present its recommendation.
- ☐ You will have ten (10) minutes to present your case to the BOA, including any supporters speaking in favor of your request. You may save any remaining time for rebuttal to the opposition.
- The opposition will also have ten (10) minutes to speak.

- BOA will discuss and render its decision. BOA may approve, approve with conditions, defer or deny the request.

### Sequence of events

See p.9 for Meeting schedule

Week (approx.)	Activity & Timeframe
1	Pre-Application Meeting: Between two (2) weeks and two (2) months prior to filing deadline
<b>3-4</b>	<b>Filing: Before 4:00 PM, 1st Tuesday of the month</b>
4	Initial review and Initiation Letter: One (1) week after the filing deadline
4-5	Revised application, if necessary: At least twenty-one (21) days prior to BOA
4-5	Advertising, signs, and letters: At least fifteen (15) days prior to BOA
5-6	Staff Report production
7-8	BOA Meeting: 2 <sup>nd</sup> Tuesday of the month*
7-8	Decision Letter: A few days after BOA (max. seven (7) days)

\*Typically

Failure to complete any of these events within the above timeframe may result in an administrative hold, and the case being rescheduled to a future filing cycle.



### AUTHORIZATION FORM – PART I

A- The property owner must fill out the following section and have it notarized. If a property has multiple owners, each owner must separately fill out a copy of the authorization form.

Owner states under oath that he/she is the owner of the property described in the attached legal description, which is made part of this application.	
Owner's name:	Sworn and subscribed before me this _____ day of _____ 20 ____ Notary public:  Seal:    Commission expires:
Address:	
City, State, Zip Code:	
Email address:	
Phone number:	
Owner's signature:	

B- If the applicant is *not* the owner of the subject property:

Fill out the following section, check the appropriate statement, and have it notarized.

Applicant states under oath that:	
<input type="checkbox"/> He/she is the executor or Attorney-in-Fact under a Power-of-Attorney for the owner ( <i>attach a copy of the contract</i> ); or <input type="checkbox"/> He/she has an option to purchase the subject property ( <i>attach a copy of the contract</i> ); or <input type="checkbox"/> He/she has an estate of years which permits the applicant to apply ( <i>attach a copy of the lease</i> )	
Applicant's name:	Sworn and subscribed before me this _____ day of _____ 20 ____ Notary public:  Seal:    Commission expires:
Company name:	
Address:	
City, State, Zip Code:	
Email address:	
Phone number:	
Applicant's signature:	



## AUTHORIZATION FORM – PART II

C- If an agent or attorney will represent the owner and/or the applicant:  
Fill out the following section and have it notarized.

Agent's name:
Company name:
Address:
City, State, Zip Code:
Email address:
Phone number:
Agent's signature
Applicant's signature:

Sworn and subscribed before me this
_____ day of _____ 20 _____
Notary public: _____
Seal:
Commission expires:

## ADDITIONAL REQUIREMENTS

<b>Letter of Intent</b>
Required for <b>all</b> cases
<p>Address the following in detail, on a separate sheet:</p> <ol style="list-style-type: none"> <li>1. Requested Variance(s)</li> <li>2. Factual details about the proposed development: <ul style="list-style-type: none"> <li>• Number and size of buildings, square footage of gross floor area of nonresidential uses;</li> <li>• Type and number of residential units;</li> <li>• Number of employees and customers, hours of operation, number of classrooms, etc.</li> </ul> </li> <li>3. Alternative designs explored: <ul style="list-style-type: none"> <li>• Provide the details of alternative designs that could reduce the need for a Variance;</li> <li>• Explain why the alternatives were rejected;</li> <li>• If no alternative was explored, explain why.</li> </ul> </li> </ol>

<b>Variance Analysis (Sec. 11.6.2.)</b>
Required for <b>all</b> cases
<p>Explain in detail, on a separate sheet, and for <u>each</u> Variance requested how:</p> <ol style="list-style-type: none"> <li>a. The application of the Development Code would create an unnecessary hardship, and not merely an inconvenience to the petitioner; <u>or</u></li> <li>b. There are extraordinary and exceptional conditions due to the size, shape, or topography, which are specific to the subject property and not generally found in similar properties;</li> </ol> <p>Further, the application shall demonstrate that:</p> <ol style="list-style-type: none"> <li>c. Such conditions are not the result of action or inaction of the current property owner; <u>and</u></li> <li>d. The variance request would provide the minimum relief necessary to make possible the reasonable use of the property; <u>and</u></li> <li>e. The variance request would result in development that is consistent with the general intent of the Development Code, with the Comprehensive Plan policies, and would not be detrimental to the public good, safety and welfare.</li> </ol> <p>Note: The general purpose and intent of the Development Code (Sec. 1.1.5) includes:</p> <ul style="list-style-type: none"> <li>• Ensuring conservation of land and natural resources;</li> <li>• Promoting the preservation and enhancement of tree canopy in residential areas;</li> <li>• Guiding reinvestment in established neighborhoods that preserves and reinforces their unique characteristics;</li> <li>• Promoting development along transit corridors that enhances their function as mixed-use, walkable centers that serve surrounding residential neighborhoods;</li> <li>• Providing standards for compatible transitions of use, building scale, and height between existing and new development;</li> <li>• Providing building and site design standards that address the public aspects of private development and how building form, placement, and uses contribute to the quality of the public realm;</li> <li>• Providing parking and access standards that appropriately balance pedestrian and vehicular needs and result in safe pedestrian environments of the highest quality.</li> <li>• Promoting quality landscape and building design that advance the function and beauty of Sandy Springs;</li> <li>• Providing clear regulations and processes that result in predictable, efficient, and coordinated development review;</li> </ul>

- Promoting conservation of land, energy, and natural resources;
- Promoting sustainable building and site design practices;
- Promoting diverse housing options along the City's major corridors and within its nodes.
- Providing standards for interconnected streets and development patterns that support all modes of travel (walking, bicycling, public transit, driving);

#### **Chattahoochee River Corridor Certificate**

Required for properties located within the Chattahoochee River Corridor (within 2,000 feet of the river)

Contact Madalyn Smith, Planner I: 770-206-2077 or [madalyn.smith@sandyspringsga.gov](mailto:madalyn.smith@sandyspringsga.gov)

#### **Survey and Site Plan**

Required for **all** cases

Provide one (1) copy printed on 11"x17" paper, and two (2) copies printed to scale no larger than 30"x42"; also include in electronic package.

The survey and site plan must include, at a minimum, the following:

Basic Information	<input type="checkbox"/> Legal description (metes and bounds; should also be submitted as a separate document); <input type="checkbox"/> Key and/or legend, site location map with North arrow, and scale; <input type="checkbox"/> Boundary survey of the subject property which includes dimensions along property lines that match the metes and bounds of the subject property's written legal description and clearly indicates the point of beginning; <input type="checkbox"/> Acreage of subject property; <input type="checkbox"/> Location of subject property land lot lines and identification of land lots; <input type="checkbox"/> Current zoning of the subject site and adjoining properties; <input type="checkbox"/> Layout and minimum lot size of proposed single family residential lots; <input type="checkbox"/> Topography (surveyed or City) on the subject site and adjacent property within two hundred (200) feet as required to assess runoff effects; <input type="checkbox"/> Location of overhead and underground electrical and pipeline transmission/conveyance lines; <input type="checkbox"/> Required and/or proposed setbacks, zoning buffers and landscape strips; <input type="checkbox"/> Location of the requested variance(s) with dimensions;
Roads	<input type="checkbox"/> Existing and proposed new dedicated and future reserved rights-of-way of all streets, roads, and railroads adjacent to and on the subject property; <input type="checkbox"/> Posted speed of existing streets; <input type="checkbox"/> Proposed streets on the subject site;

Improvements	<ul style="list-style-type: none"> <li><input type="checkbox"/> Existing buildings with square footages and heights (stories), wells, driveways, fences, cell towers, and any other structures or improvements on the subject property;</li> <li><input type="checkbox"/> Existing buildings with square footages and heights (stories), wells, driveways, fences, cell towers, and any other structures or improvements on adjacent properties within four hundred (400) feet of the subject site based on the City's aerial photography or an acceptable substitute as approved by the Director;</li> <li><input type="checkbox"/> Location of proposed buildings with total square footage; Required landscape strips, undisturbed buffers, and any other natural areas as required or proposed;</li> <li><input type="checkbox"/> Required and proposed parking spaces; and loading and unloading facilities;</li> <li><input type="checkbox"/> Development Statistics Summary Chart, with % of total site coverage: <ul style="list-style-type: none"> <li>○ Total area of site (acres and sq. ft)</li> <li>○ Building footprints (sq. ft and %)</li> <li>○ Parking spaces provided (number and %)</li> <li>○ Total impervious surface (sq. ft and %)</li> <li>○ Landscaping (sq. ft and %)</li> <li>○ Undisturbed area, excluding landscaping (sq. ft and %)</li> <li>○ Floodplain (acres or sq. ft and %)</li> </ul> </li> </ul>
Environmental	<ul style="list-style-type: none"> <li><input type="checkbox"/> 100 year flood plain horizontal limits and flood zone designations as shown on survey or Federal Emergency Management Agency Flood Insurance Rate Maps;</li> <li><input type="checkbox"/> Lakes, streams, and waters on the subject site and associated buffers;</li> <li><input type="checkbox"/> Proposed stormwater management facilities;</li> <li><input type="checkbox"/> Community wastewater facilities including preliminary areas reserved for septic drain fields and points of access;</li> <li><input type="checkbox"/> Availability of water system and sanitary sewer system;</li> <li><input type="checkbox"/> Tree lines, woodlands and open fields on the subject site;</li> <li><input type="checkbox"/> Wetlands shown on the GIS maps or survey.</li> </ul>

The Director reserves the right to request additional information deemed necessary to analyze the request.

### MEETING SCHEDULE

<b>Pre-App Meeting Deadline</b>	<b>Filing Deadline (21 Days Prior to BOA Meeting)</b>	<b>Sign Posting Deadline (15 days prior to BOA Meeting)</b>	<b>Board of Appeals Meeting</b>
<b>11/19/2019</b>	12/03/2019	12/27/2019	01/14/2020
<b>12/24/2019</b>	01/07/2020	01/27/2020	02/11/2020
<b>01/21/2020</b>	02/04/2020	02/18/2020	03/04/2020* (Purim)
<b>02/18/2020</b>	03/03/2020	03/17/2020	04/01/2020* (Passover)
<b>03/24/2020</b>	04/07/2020	04/27/2020	05/12/2020
<b>04/21/2020</b>	05/05/2020	05/25/2020	06/09/2020
<b>05/19/2020</b>	06/02/2020	06/29/2020	07/14/2020
<b>06/23/2020</b>	07/07/2020	07/27/2020	08/11/2020
<b>07/21/2020</b>	08/04/2020	08/24/2020	09/08/2020
<b>08/18/2020</b>	09/01/2020	09/28/2020	10/13/2020
<b>09/22/2020</b>	10/06/2020	10/26/2020	11/10/2020
<b>10/20/2020</b>	11/03/2020	11/23/2020	12/08/2020
<b>11/17/2020</b>	12/01/2020	<i>TBD</i>	<i>TBD</i>


### FEE SCHEDULE

Type	Adopted Fee	
Variance	For property zoned:	
	RE-, RD-PK, CON	\$300 + \$100/each additional request
	RU-, RT-, RM-, RX-ON-, OX-, CX-, SX-, TX-, CS-, IX-, CC-, PR-, PX-, PM-	\$600 + \$100/each additional request
Sign Variance	\$500 + \$100/each additional request	
Revisions to a filed application	Variance, Sign Variance	\$250
Public Notice	Public Notice (newspaper)	Actual cost
	Readvertisement (newspaper)	Actual cost
Public notice sign for Variance, Sign Variance	Applicant handles	
Notes:		
<ul style="list-style-type: none"><li>Debit and credit card transactions are subject to a 5% surcharge</li><li>All fees are based on each request</li></ul>		

## SIGN SPECIFICATIONS

### For Board of Appeals:

- At least one (1) sign on each public or private street frontage at a point visible from the nearest public or private street, installed parallel to the roadway; in the case of multiple lots, sufficient signs must be posted to provide reasonable notice to interested persons
- Printed on durable material; 8' wide x 4' tall in dimension
- Sign must be removed within 48 hours of final action on the petition
- Provide the following information:

	<b>VARIANCE</b>
	REQUEST FOR A VARIANCE TO ENCROACH 2' INTO THE 50' REAR SETBACK FOR AN ADDITION
<b>BOARD OF APPEALS</b> 8/13/19; 6:00 PM CITY HALL 1 GALAMBOS WAY CITY OF SANDY SPRINGS PLANNING AND ZONING DIVISION, 770-730-5600	7447 ROSWELL ROAD V19-0001 FIND THIS CASE ONLINE: <b>spr.gs/v19-0001</b>